

HEALTH & SAFETY POLICY

Lakenheath Community Primary School



Version Number	7
Date of Policy	January 2023
Review Date	January 2024
Head Teacher's Signature	
Chair of Governors' Signature	

Document Change History

Version	Date	Change Details
1	January 2017	N/A
2	January 2018	Format update and content review. BH to SE, additional first aiders, defib details.
3	January 2019	Content review
4	February 2020	No change required
5	February 2021	Change of staff names for responsibilities. Additional bullet point in section 7 for head injuries. Mention of no vaping added to section 25.
6	January 2022	Content review – removal of staff names throughout the policy.
7	January 2023	Content review – no changes required.

1. Health and Safety Policy Statement

The policy of the Governors of Lakenheath Community Primary School is to achieve and maintain the highest standard of Health and Safety for the employees and children, and to conduct the School's activities with appropriate safeguards against exposing contractors, sub-contractors, visitors and the general public to risks to their Health and Safety.

The Governors of Lakenheath Community Primary School has overall responsibility for the implementation and enforcement of this policy and supporting Health and Safety procedures.

It is the policy of Lakenheath Community Primary School to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation, and to provide and maintain a healthy and safe working environment. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

Lakenheath Community Primary School recognise and accept their duty to protect the Health and Safety of all visitors to the School, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of Lakenheath Community Primary School will do all that is within their power to ensure the Health and Safety of the employees, it is recognised that Health and Safety at work is the responsibility of each and every individual associated with the Company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of themselves and any other person.

The Governors of Lakenheath Community Primary School will provide every employee with the training necessary to carry out their tasks safely.

Lakenheath Community Primary School Health and Safety policy will be reviewed on an annual basis, and revised particularly when a change in operations occurs or when there is an amendment to the law. The specific arrangements for the implementation of the policy and the personnel responsible are detailed in supporting Health and Safety procedures.

2. H&S function/responsibilities		Job Title	
Overall and final responsibility within the school rests with		Head Teacher	
Person responsible for the execution of the policy		Head Teacher	
Person who will deputise		School Business Manager	
Supervision of the following areas;			
Classrooms		Class teachers and teaching assistants	
Admin Block		School Business Manager	
Playground/field		Caretaker	
Safety Training		School Business Manager	
Safety Inspections		School Business Manager	
Accident/dangerous occurrences		Head Teacher	
RIDDOR (<i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations</i>)		School Business Manager	
Safety Officer		School Business Manager	
H&S Inspectorate		Redwing House Hedgerows Business Park Colchester Road Springfield Chelmsford CM2 5PB Fax: 01245 706222	
Fire Equipment Maintenance	Fire Alarm System	Chubb Fire Limited 400 Dallow Road Luton Beds LU1 1UR 0870 2401666	
	Fire Extinguishers Dorgards	CamFire 01638741894	Caretaker
Electrical Equipment – fixed appliances		Calbarrie Jack Taylor Lane Off Homechurch Lane Beverley East Yorks HU17 0RH 01482 881230	
Electrical Equipment – portable appliances		Calbarrie Jack Taylor Lane Off Homechurch Lane Beverley East Yorks HU17 0RH 01482 881230	

2. H&S function/responsibilities		Job title
Electrical Installation Testing		Imtech Inviron Ltd 3100 Park Square Silihull Parkway Birmingham Business Park Birmingham B37 7YN 01473 346300
Housekeeping of Premises		Vertas Beacon House Landmark Business Park White House Road Ipswich Suffolk IP1 5PB 01473 263600
Waste Disposal	Household Waste	Forest Heath District Council
	Cooking Oils	NFK Limited
Safe Stacking & Storage		School Business Manager
Checking Steps		Caretaker
Machinery & Equipment (maintenance & service)	Boiler	Imtech Inviron Ltd 3100 Park Square Silihull Parkway Birmingham Business Park Birmingham B37 7YN 01473 346300
	Kitchen Equipment	IEM Catering Ltd
Noise		N/A
Dangerous Substances		School Business Manager
Gasses/fluids under pressure		N/A
Contractors/visitors		Receptionist / Website Administrator

3. Accidents and Dangerous Occurrences

How work related accidents, dangerous occurrences and diseases are dealt with:

At this moment there are five qualified first aiders, 22 appointed persons with Emergency Aid in Schools certificates, 2 have Outdoor (Forest Schools) First Aid certificates and 6 with a paediatric first aid certificate.

First aid boxes are located in the accessible toilet (off the hall), reception office, one in key stage one shared area, one in KS2 Activity Area, one in early years classroom and five travel packs.

The procedure for calling ambulance / local GP surgery is call 999 immediately if life threatening emergency, if less serious injury refer to Head teacher, Deputy Head teacher or a first aid trained member of staff.

Accident book is kept in the reception office.

The completed record sheets are kept in the office.

RIDDOR reporting will be carried out on line at www.riddor.gov.uk by the schools business manager.

Accident investigation will be conducted by the Headteacher.

Playground supervisors are in attendance at specific times during the day.

Start and finish times there are staff on duty to supervise buses, cars, playground etc. for safe care of children.

4. Contractors/Visitors

What arrangements are in place?

Visitors and contractors report directly to the main reception, show I.D. and sign in.

They are then given an identification badge to wear.

Visitors

The individual who first greets the visitor is responsible for ensuring the health and safety of visitor and where applicable will explain the School's Health and Safety Policy. The visitor will be accompanied where appropriate.

Contractors and temporary working on the premises.

The Safety officer is responsible for ensuring the health and safety of such individual(s) and where applicable will explain the School's Health and Safety Policy.

Contractors employed on site are normally sent through the Corporate Property department of SCC. Other contractors need to satisfy the Head teacher of their identity and authenticity. All contractors must read and sign the Asbestos Report before starting any work. This report is kept with the signing in book.

Contractors and Grounds staff will need to work at times and in areas where there are no children present. The Head teacher will be informed of any vehicular movement so that this may be carried out safely.

When undertaking a project of some length, contractors should report to the Head teacher each day.

5. Display Screen Equipment

How compliance with statutory regulations is ensured.

DSE risk assessment carried out at each work station (see Risk assessment folder), reviewed annually or when organisational changes or changes in law take place.

At all times brightness, contrast and screen angle will be adjusted to ensure a comfortable working situation. Long uninterrupted periods on the station are unnecessary and should be avoided. There will be breaks from VDU work for 10 minutes every hour in the event of long projects. Workloads should vary between VDU and non-VDU work to allow a rest period from screen based work. If you wear glasses and contact lenses, make sure they are clean. Do not tamper with equipment supplied such as screen filters etc.

6. Electrical equipment

How safety of electrical equipment is ensured.

All Portable Appliance testing is carried out by
Calberrie
Jack Taylor Lane
Off Holmechurch lane
Beverley
East Yorks
HU17 0RH 01482 881230

Electrical Installation tests
Imtech Inviron Ltd
3100 Park Square
Sillihull Parkway
Birmingham Business Park
Birmingham B37 7YN
01473 346300

Fixed Appliances are checked and tested by
Calberrie
Jack Taylor Lane
Off Holmechurch lane
Beverley
East Yorks
HU17 0RH 01482 881230

7. First Aid

How first aid cover at work is provided and ensured.

Five First aiders and /or 22 appointed persons are on site between the hours of 8.00am and 5.30pm.

- At least one appointed person will accompany school trips.
- The named people for First Aid are Mrs R Osborne, Mr M Tingey, Miss S Esom, Mrs C Page, Miss Wells.
- Mrs R Osborne monitors first aid kits and ensures maintenance and replenishment is managed.
- Yellow bins are used for the disposal of clinical waste.
- A record is kept of who is trained, and when their certificates expire.
- All staff have access to health centre / GP telephone number which is displayed in the office.
- The procedure for calling ambulance / local GP surgery is call 999 immediately if life threatening emergency, if less serious injury refer to Head teacher, Deputy Head teacher, Mrs R Osborne, Mrs Page, Miss Wells or Paediatric trained Teaching Assistants.
- First aid for visits and trips are included in risk assessments
- All support staff and MDSA's have received First Aid training.
- All minor cuts and bruises should be treated and recorded in the one of the books located by the First Aid box in KS1, Activity Area KS2, in Early Years or in the Office. Other First Aid boxes are located in Early Years, Accessible toilet off Hall, Office, Kitchen, Activity Area KS2 and House kitchen.
- Any cut or graze where there is blood present, needs to be dealt with wearing protective gloves and covered with a plaster, if the child is not allergic to them. More serious cuts and bruises should be reported to the named person who will make a decision as to whether further medical assistance should be sought.
- Any head injuries should be reported to the named person. An email or head letter will be sent to all parents/carers to notify them of the incident. Medical assistance will be sought if appropriate.
- In the case of suspected fractures or severe bumps to the person, they should not be moved. Contact the named person who will then make a decision to call the parents, ambulance or local surgery.
- Where there is an incident involving a human bite, which breaks the skin the parents of the children involved should be called immediately. Parents will be informed that their child should be taken straight to the Casualty Department of the nearest hospital, as there may be a danger of blood born viruses.
- Telephones are located in the Office, Head's Office and staff room.
- Defibrillator, several staff have had training, instructions are available in the defibrillator box.

Jobs identified as having a need for medical surveillance:

- DSE eye tests for Head teacher and office staff.

8. Hazardous Substances

How compliance with statutory requirements is ensured

COSHH risk assessments carried out (See risk assessment folder).

Reviewed annually or when organisational changes or changes in law or changes in work practices take place.

9. Housekeeping Arrangements

How general cleanliness & tidiness of the workplace is maintained.

Each individual is responsible for the cleanliness and tidiness of their own work area.

Offices, floors, desks, work surfaces, toilets, kitchen and staff rooms are maintained by Eastern Facilities Management Solutions and the caretaker

10. Information, Induction, Training

How H&S information, induction, & training is ensured.

Law Poster displayed in the reception.

Enforcement authority is

Redwing House

Hedgerows Business Park

Colchester Road

Springfield

Chelmsford CM2 5PB Fax: 01245 706222

Health and Safety Induction Training

All staff must receive an appropriate induction training including training that is matched to their specific work and responsibilities. Members of staff who are new to the school, particularly those with management responsibilities, will need a comprehensive induction.

A general checklist for use with employees could include the following, which includes both basic and more specialised criteria. Absolutely essential items for induction are highlighted in orange.

- Overview of the school's health and safety policy and organisational structure.
- Tour of the premises.
- Current health and safety priorities for the school – safety policy targets.
- Communication and relationships with other departments, schools and Suffolk County Council.
- General health and safety advice, including the schools own guidance and that from the LEA.
- The use of the Incident Reporting form for incidents, hazards, work-related injuries and illnesses and fires.
- Where appropriate, curriculum specific guidance and arrangements for working with the county subject advisers
- For certain staff (head teacher, bursar, business manager, caretaker, etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available.
- Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment.
- Smoking restrictions.
- Fire evacuation and emergency procedures.
- Introduction to recognised unions and the local representatives.
- Employee problems and concerns - specific duties and responsibilities for the management of staff welfare.
- Grievance procedures (as they relate to health & safety).
- Information on hazards that are specific to the school, and established controls or precautions (for example: a narrow drive shared by pedestrians and vehicles)

- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant).
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets.
- Use and care of PPE (personal protective equipment).
- Housekeeping procedures for policy documents and local rules.
- Legal responsibilities and rights.
- Work permit systems (for example, arrangements for visits and trips).
- Physical examinations relating to statutory maintenance requirements e.g. electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors.
- Trained first aid personnel and first-aid facilities.
- Fire extinguishers and blankets – location and use.
- Access to wellbeing advice, counselling and other staff support schemes.

11. Security

- Restricted areas and equipment.
- One-on-one instruction and supervision of young and inexperienced workers (and work experience students).
- Manual lifting and handling – general advice and risk assessment.
- Safe stacking of materials.
- Safety procedures for machines, including design technology equipment.
- General housekeeping and maintenance of access and egress.

12. Outside Lettings

The hall is available for lettings.

The caretaker informs hirers of fire procedures. The caretaker informs hirers about any necessary health, safety or security information relating to the premises and any equipment which may be used including first aid kits and telephone access. There is a written agreement with the lessee.

13. Vehicle Control and Pedestrian Safety

Staff, disabled, visitors, deliveries and maintenance vehicles are permitted to enter and/or park on site in the appropriate marked places.

14. Consultation with Employees

- Health and safety issues are discussed on a one to one as needed basis.
- Health and Safety is on the agenda where information / issues are discussed at weekly staff meetings and beginning of half term meetings

15. Lone Working

How compliance with statutory requirements is ensured.

Staff working on their own, after working hours or at weekends should notify someone outside of work that they are at work, giving them the expected time they will leave the premises.

The front door of the building will also be locked to protect workers from intruders and security from theft.

Mobile phones will be used for the following.

If an employee /contractor works outside of normal working hours (Monday to Friday 8.00am - 5.00 pm) they will inform a colleague, relative or friend that they are at work on their own and give an expected time that they will be leaving.

On leaving the premises they will inform their contact that they are now leaving and give an expected time home.

16. Machinery

How H&S of persons in the workplace is ensured i.e. safety checks, guarding, maintenance, training.

General office equipment i.e. computers, printers and fax machines are checked on an ongoing basis visually for (damaged/loose/broken cables or parts), unusual noises or smells by the operator.

In the event of any of the above, problems should be notified immediately to Christine Nobbs.

Machinery & equipment (maintenance & service)

Boiler

Imtech Inviron Ltd

3100 Park Square

Silihull Parkway

Birmingham Business Park

Birmingham B37 7YN 01473 346300

Kitchen equipment

I E M Catering Ltd

Kitchen extraction fan servicing

Nipress

Kitchen extraction fan cleaning

Imtech Inviron Ltd

3100 Park Square

Silihull Parkway

Birmingham Business Park

Birmingham B37 7YN 01473 346300

17. Manual Handling

How manual handling operations are dealt with.

Manual handling risk assessment carried out and training given (see Risk assessment folder), reviewed annually or when organisational changes or changes in law take place. Risk assessments and training undertaken by JSS Associates Ltd. See risk assessment section of H&S file.

All staff should be aware of safe manual handling procedures and courses will be provided where appropriate.

All staff should be aware of the need to use a stepladder or kick stool when reaching heights.

All slips and trips should be reported to the Head teacher who will take the appropriate action to prevent a reoccurrence.

18. Medical Emergency

How serious accidents or health conditions are dealt with.

Employees / appointed persons will assess the situation and assist if able, take control and make sure emergency services/next of kin are called.

19. Noise at Work

How compliance with statutory requirements is ensured.

The policy is to reduce the effect of noise on individuals by reduction and elimination at source. Low vibration and noise characteristics will be given consideration in the purchasing or hiring of equipment. Where sources that exceed statutory limits cannot be eliminated, orientation and location away from the work area will be adopted. Screening, enclosure, use of sound insulation and double glazing will be among the measures to be considered.

20. Personal Protective Equipment

How compliance with statutory requirements is ensured.

Christine Nobbs liaises with County stores for the procurement of PPE as recommended by them.

21. Safety of Children

How compliance with statutory requirements is ensured.

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Head teacher before the activity takes place. We do not take any child off the school site without the prior permission of the parent. We follow County guidelines on the administration of medicines in school. We follow County guidelines when allowing children to return to school after illness, to safeguard others.

22. Off-site Visits

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. Children are not permitted to use seats near the exits.

Staff usually visit the location before taking children out on a visit. A risk assessment is carried out as regards suitability, First Aid provision, toilet facilities etc. If staff are unable to visit prior to a trip, advice may be sought from colleagues in this or another school, and/or talking to staff working at the location.

Any visits off site will only be allowed with prior written permission from parents.

Visits will have the adult to child ratio recommended by SCC.

23. Serious and Imminent Danger

How emergency situations are dealt with.

See separate Emergency procedures sheet

24. Work Equipment

How safety/suitability of work equipment is ensured (training, testing, servicing).

- Health and safety consideration is given to the purchase of new equipment i.e. Noise, cleaning, handling, ergonomics.
- Specialists /manufacturers are called in to service equipment, repair breakdowns and carry out PAT testing. Equipment consists mainly of Computers and Display Screens, printers and fax machines. In general these items are not serviceable by employees.
- Kitchen equipment are maintained and serviced by specialist companies.
- Use and condition of step ladders will be monitored by the Caretaker.

25. Workplace & Welfare

How the provision of suitable and sufficient facilities for employees is ensured i.e. toilets, lighting, heating, ventilation, drinking water, waste management, housekeeping, smoking.

All work stations provide enough work space and allow the operator to move freely between stations and each other.

Reception area - Natural light is used supplemented by fluorescent lighting and tungsten halogen spot lights. Heating is by means of hot water radiators. Ventilation is provided by opening windows. Drinking water is provided by a plumbed in water cooler in staff kitchen.

Offices - Natural light is used supplemented by fluorescent lighting. Heating is by means of hot water radiators. Ventilation is provided by opening windows. Drinking water is provided by a plumbed in water cooler in staff kitchen.

Staff Toilets - Two unisex toilet are provided with hot and cold water, washing and drying facilities. Ventilation is provide by opening windows. Natural light is used supplemented by fluorescent lighting. Two accessible toilets both with hot and cold water, washing and drying facilities. Ventilation is by extraction fans. Natural light is used supplemented by fluorescent lighting.

Pupil Toilets - Male and female toilets are provided with hot and cold water, washing and drying facilities. Where ventilation is provided it is by extraction fan sky lights. Lighting is provided by natural lighting, fluorescent lighting and spotlights

Staff Room - Natural light supplemented by fluorescent lighting. Heating is by means of a hot water radiator. Ventilation is provided by opening windows.

Staff Room Kitchen - Facilities consist of fridge, hot and cold water dispensers, microwave oven, toaster, dishwasher and kettles.

Kitchen - Run by an outside contractor. Natural light is used supplemented by fluorescent lighting. Ventilation is provided by opening windows and extraction fans. Sink with hot and cold water, washing and drying facilities and toilet. Catering equipment to provide hot and cold food.

Class rooms - Natural light supplemented by fluorescent lighting. Ventilation is by opening windows and doors. Heating is provided by fan assisted hot water radiators.

Smoking - Lakenheath Primary School is a NON Smoking or vaping site. There is no provision for smokers/vaping.

Housekeeping - Floors, toilets offices and kitchen are cleaned 5 times per week Monday to Friday inclusive.

Waste Management - All waste is considered at the moment to be domestic waste and is disposed of by the local council. Confidential documents are shredded. Kitchen waste oil is collected as and when required by NFK Ltd.

26. Monitoring and Review

How H&S performance is monitored & reviewed i.e. annually, accident books for trends.

This document will be reviewed and signed as such at least annually.

Accident books will be monitored to establish trends.

The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

The Head teacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The Head teacher reports to governors annually on health and safety issues.

This policy will be reviewed at any time at the request of the governors.